

It's EASY to become a Chula Vista CLEAN Business!

Follow these three simple steps:

1 APPLICATION. Review the program criteria and checklists. Select measures/practices that your business would like to implement from each of the four categories of checklists provided, or propose your own measures (staff must approve measures you propose.) Be sure to note the minimum number of measures required in each category. Once implemented, fill out and submit this application and your completed checklists for review.

2 VERIFICATION. Allow program staff to verify the selected measures and track your progress by setting up a site visit at your business. Call (619) 691-5122 and select #6 from the menu to set up a visit.

3 RECOGNITION. Submit a business description and a picture of your choice. These will be used on the Chula Vista CLEAN Business website to advertise your business—at no cost to you!

*The City of Chula Vista's CLEAN Team can provide technical assistance on making environmentally friendly changes to your business prior to the verification process. Call (619) 691-5122 and press #6 to speak with the Chula Vista CLEAN Business liaison.

APPLICATION

Business Name: _____

Business Address: _____

Business Contact Name: _____ Phone: _____

Fax: _____ E-mail: _____

What agencies inspect/permit your facility? (Fill in all that apply)

- ☐ County Dept. of Environmental Health (DEH) Permit #: _____
- ☐ Air Pollution Control District (APCD) Permit #: _____
- ☐ Industrial Wastewater Program - Sewer Agency Name: _____
- ☐ Stormwater Program - Agency Name: _____
- ☐ Fire - Agency Name: _____

Have you previously been cited with any environmental violations? If so, please explain below.

I certify that the information provided on this CLEAN Business application is true and accurate to the best of my knowledge and personal experience.

Signature: _____

Printed Name: _____ Date: _____

COMPLETED APPLICATIONS

MAIL TO: CVCB Group
Chula Vista Public Works Department
276 Fourth Avenue, Building 300
Chula Vista, CA 91910

EMAIL TO:
clean@chulavistaca.gov
FAX TO:
(619) 691-5006



CITY OF
CHULA VISTA



CHULA VISTA
CHAMBER
OF COMMERCE



GREEN BUSINESS CHALLENGE



Green Business Challenge

Businesses are also encouraged to participate in the CLEAN Business program's "Green Business Challenge" - a year-long friendly competition to assist and recognize local businesses for becoming even more CLEAN!

Enroll in the Green Business Challenge by January 6, 2012 to receive special promotions, media coverage, and other benefits.

☐ **Yes! Enroll my business in the City's Green Business Challenge**

POLLUTION PREVENTION (P2)

Qualification Checklist



Business Name: _____

General P2

MINIMUM NUMBER OF MEASURES REQUIRED: 10

OFFICE USE ONLY

DATE VERIFIED

MET?

**CHECK
HERE**

Storm Drain Protection

- | | | | |
|----------------------------|---|--|---|
| <input type="checkbox"/> a | Inspect and clean private storm drains annually before the first rain. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> b | Keep storm drain protection devices on hand for quick spill response. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> c | Label storm water drains with "No dumping..." message. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> d | Post a sign around sink area for employees that reads: "Please do not dump hazardous chemicals down sink, sewer, or storm drain." | | <input type="checkbox"/> Y <input type="checkbox"/> N |

Good Housekeeping Practices

- | | | | |
|----------------------------|--|--|---|
| <input type="checkbox"/> a | Post signs at dumpster to remind employees to keep the lid closed. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> b | Post signs at all trash cans reminding employees to avoid placing liquids in trash and the dumpster. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> c | Routinely clean dumpster area, preferably using dry cleaning methods. If power washing, collect the wash water and dispose of it properly, not allowing it to enter storm drains. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> d | Regularly clean/sweep litter including cigarette butts from areas surrounding facility and dispose of properly. Provide adequate ashtrays to prevent cigarette litter, if necessary. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> e | Routinely check company vehicles for leaks and staining on pavement. Repair any leaking vehicles immediately. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> f | Store deliveries, supplies, and equipment kept outdoors under a roof or cover. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> g | Install containment or berms around outdoor liquid storage and transfer areas to capture spills. | | <input type="checkbox"/> Y <input type="checkbox"/> N |

Education

- | | | | |
|----------------------------|---|--|---|
| <input type="checkbox"/> a | Distribute educational material to employees and customers on storm water protection. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> b | Distribute educational materials on disposal of household hazardous waste to customers. | | <input type="checkbox"/> Y <input type="checkbox"/> N |

Integrated Pest Management and Using Less Toxic Chemicals

- | | | | |
|----------------------------|---|--|---|
| <input type="checkbox"/> a | Eliminate the use of chemical pesticides by correcting situations that attract or harbor pests. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> b | Purchase hazardous products such as cleaners in the smallest quantities possible. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> c | Require in janitorial contracts that safer, less toxic janitorial products are used to clean your facility. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> d | Use no or low VOC cleaning and maintenance products (e.g., paints, solvents, strippers, etc.) | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> e | Use non-toxic, low, or no VOC office supplies. | | <input type="checkbox"/> Y <input type="checkbox"/> N |

Recycling and Hazardous Waste

- | | | | |
|----------------------------|--|--|---|
| <input type="checkbox"/> a | Recycle batteries (at a local hazardous waste facility or through a battery recycling program.) | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> b | Recycle electronic equipment (i.e., computers, monitors, televisions, etc.) | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> c | Recycle paint (use as a primer, give to hazardous waste collection program, or donate to a community organization). | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> d | Use left over paint for painting door interiors and edging or jamming. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> e | Replace equipment-containing mercury with non-mercury alternative such as thermometers, thermostats, gauges, etc. Dispose of mercury-containing equipment properly as hazardous waste. | | <input type="checkbox"/> Y <input type="checkbox"/> N |

Air Quality Protection

- | | | | |
|----------------------------|--|--|---|
| <input type="checkbox"/> a | Provide proper bicycling resources: bike racks, locker rooms, and showers. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> b | Integrate alternative fuel vehicles into the company fleet. | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> c | Offer subsidized or free public transit passes for employees. | | <input type="checkbox"/> Y <input type="checkbox"/> N |

POLLUTION PREVENTION (P2)

Page 2

Other	OFFICE USE ONLY	
<input type="checkbox"/> a Use landscaping or barriers to prevent soil erosion especially during construction or remodeling activities.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b Use rechargeable batteries and appliances (such as small vacuums or flashlights).		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c Create your own: _____		<input type="checkbox"/> Y <input type="checkbox"/> N

Automotive Repair/Body P2

MINIMUM NUMBER OF MEASURES REQUIRED: 6	DATE VERIFIED	MET?
<input type="checkbox"/> a Designate a covered area for washing cars that is connected to the sanitary sewer meeting code requirements.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b Eliminate open floor drains in the shop areas that are connected to storm drains.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c Use powdered or granular absorbent for routine spill clean up and dispose of used absorbent properly.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> d Have storm drain mats or plugs available in case of spills.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> e Install a closed loop system that recycles brake cleaning wash water.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> f Install containment or berms around outdoor liquid storage and transfer areas to capture spills.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> g Institute policy that liquids are never placed in trash receptacles to avoid leaks that contaminate storm water.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> h Keep dumpster and trash containers stored indoors, if possible. If outdoors, keep dumpsters under cover to eliminate exposure to rain - post reminder signs on dumpsters to keep lids closed.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> i Remove all unnecessary hoses to discourage washing down of floors and outside paved areas.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> j Use dry cleaning practices (sweeping or vacuuming) for outdoor cleaning of sidewalks, walls and windows, parking lots, and dumpster areas to avoid contaminating storm drains.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> k Use dry vacuum sanding methods - such as high velocity, low volume ventilated systems or a vacuum unit w/ HEPA filter. When wet sanding is required, apply water w/ a pump spray bottle and use drip pan to catch drips and spills.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> l Use of portable fuel container that complies with the California Air Resources Board performance standards for spill-proofing systems.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> m Distribute educational material to employees and customers on storm water protection (car fluids entering storm drains, properly washing a car to prevent runoff, etc.)		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> n Create your own: _____		<input type="checkbox"/> Y <input type="checkbox"/> N

Restaurant P2

MINIMUM NUMBER OF MEASURES REQUIRED: 5	DATE VERIFIED	MET?
<input type="checkbox"/> a Recycle fryer grease or dispose of it properly.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b Inspect and service vents and kitchen hoods monthly to prevent pollution from roof top equipment.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c Scrape grease from trays, grills, and pans into trash to minimize kitchen grease going down sewer drains.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> d Dispose of mop wash water into a mop sink (if available), not into storm drains.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> e Provide regular employee training on storm water pollution prevention.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> f Regularly inspect and maintain all grease traps and grease interceptors.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> g Rinse floor mats in a mop sink, if available.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> h Store used grease containers indoors, away from drains.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> i Use a licensed, registered pest control operator for any chemical pesticide applications.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> j Create your own: _____		<input type="checkbox"/> Y <input type="checkbox"/> N

Notes: _____

ENERGY CONSERVATION (EC)

Qualification Checklist



Business Name: _____

OFFICE USE ONLY

REQUIRED

CHECK
HERE

- ☐ **a** Call (619) 409-3893 to schedule a free City-sponsored energy assessment of your facility.
- ☐ **b** Learn how to read your bill or sign up for the on-line Energy Waves tool to better track energy usage. (visit <https://paladin.sdge.com/energywave> for more information.)

DATE VERIFIED

MET?

☐ Y ☐ N

☐ Y ☐ N

General EC

MINIMUM NUMBER OF MEASURES/PRACTICES REQUIRED: 12

DATE VERIFIED

MET?

LIGHTING

- ☐ **a** Clean lighting fixtures and lamps monthly so that they are lighting as effectively as possible.
- ☐ **b** Install dimmable ballasts and photocells to automatically dim lights when daylight is available.
- ☐ **c** Install occupancy sensors for lighting in low occupancy areas such as stairwells, copy rooms, restrooms, and storerooms.
- ☐ **d** Rearrange workspace to take advantage of natural sunlight.
- ☐ **e** Replace all incandescent bulbs with compact fluorescent lamps or LEDs.
- ☐ **f** Retrofit exit signs with LEDs or fluorescent bulbs.
- ☐ **g** Turn off lights and remove extra lamps where possible.
- ☐ **h** Upgrade existing fluorescent lighting with more energy efficient (T-5 or T-8) fluorescent lamps with electronic ballasts.
- ☐ **i** Use light switch reminders to remind guests and staff to turn off lights.
- ☐ **i** Use "task lighting" to directly illuminate a work area and where extra lighting is needed rather than light an entire area.
- ☐ **k** Schedule routine janitorial services during the day instead of at night to save lighting energy.

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

OFFICE EQUIPMENT

- ☐ **a** Install and use computer software programs that save energy by automatically turning off idle computer monitors and printers.
- ☐ **b** Plug all office equipment into a power strip equipped with a timer or occupancy sensor that will turn off the equipment when not in use or after working hours.
- ☐ **c** Use an ink jet printer instead of a laser printer - they use 90% less energy.
- ☐ **d** Use electronic equipment with energy saving features (such as Energy Star qualified models.)
- ☐ **e** Use laptop computers instead of desktop computers - they consume 90% less energy.

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

HVAC EQUIPMENT

- ☐ **a** Install a programmable thermostat to control heating and air conditioning.
- ☐ **b** Set thermostat to 78° F maximum for cooling and 68° F maximum for heating. Use the thermostat's night setback. Lock the thermostat.
- ☐ **c** Install economizers and variable frequency drives (VFDs) on an existing AC system to increase efficiency. (Worth 2 measures)

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

ENERGY CONSERVATION (EC)

Page 2

HVAC EQUIPMENT <i>continued</i>		OFFICE USE ONLY	
<input type="checkbox"/> d	Perform regularly scheduled maintenance on your HVAC system - check entire system annually for leaks and obstructions and clean filters and condenser coils quarterly.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> e	Provide shading for outdoor HVAC condenser(s).		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> f	Replace or supplement an existing AC system with an evaporative cooler, or a unit with a greater SEER rating. <i>(Worth 2 measures)</i>		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> g	Shut-off water-cooled air conditioning units when not needed.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> h	Install and use ceiling fans instead of air conditioning when possible.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> i	Use an energy management software system to control lighting and HVAC systems.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> j	Routinely close blinds and curtains to reduce heat gain.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> k	Use small fans and heaters during off hours instead of heating or cooling the entire space.		<input type="checkbox"/> Y <input type="checkbox"/> N
OTHER			
<input type="checkbox"/> a	Enroll in one of the utility's demand response programs such as Summer Saver and/or Peak Day.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b	Replace an older refrigerator or other appliance with a new efficient model (such as an ENERGY STAR-qualified type). <i>(Worth 2 measures)</i>		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c	Set refrigerator temperature between 38° and 42° F, freezer between 0° and 5° F.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> d	Insulate hot water heaters and hot water pipes.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> e	Plant shade trees on the western and/or southern sides of the building.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> f	Use weather stripping to close air gaps around doors and windows.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> g	Install solar photovoltaic or solar hot water systems to meet part of you business's energy demands. <i>(Worth 5 measures)</i>		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> h	Create your own: _____		<input type="checkbox"/> Y <input type="checkbox"/> N

Restaurants EC

MINIMUM NUMBER OF MEASURES/PRACTICES REQUIRED: 7

DATE VERIFIED

MET?

KITCHEN		DATE VERIFIED	MET?
<input type="checkbox"/> a	Use an approved water-conserving dishwasher and pre-rinse spray valve (rated at 1.6 gpm) to save both heating and water costs.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b	Turn off exhaust hoods and hood lights when appliances below them are off. (These must be on when appliances are on.)		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c	Turn off back-up fryers and turn ovens and toasters down or off during slow periods.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> d	Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system used.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> e	Operate batch-type dishwashers only when fully loaded.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> f	Check pilot lights for proper adjustment.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> g	Institute a start-up and shut-down schedule for major cooking appliances, exhaust hoods, and for smaller appliances such as coffee machines, holding cabinets, steam tables, heat lamps, plate/food warmers, etc.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> h	Install an energy efficient, connectionless food steamer instead of a conventional model.		<input type="checkbox"/> Y <input type="checkbox"/> N

Notes:



ENERGY CONSERVATION (EC)

Page 3

OFFICE USE ONLY

REFRIGERATION AND FREEZER

<input type="checkbox"/> a	Install plastic strip curtains on walk-in refrigerator/freezer doors.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b	Ensure that the freezer defrost time clock is set properly to avoid peak energy use periods.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c	Insulate refrigeration cold suction lines.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> d	Maintain refrigerators by keeping evaporator coils free of excessive frost, dust, and lint.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> e	Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and/or replacing damaged strip curtains. Check monthly.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> f	Install engineered nozzles and fittings to conserve compressed air.	<input type="checkbox"/> Y <input type="checkbox"/> N

OTHER

<input type="checkbox"/> a	During slower periods, group customers so that lights and heating/cooling units can be turned off in unoccupied areas.	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b	Create your own: _____	<input type="checkbox"/> Y <input type="checkbox"/> N

Notes:

WATER CONSERVATION (WC)

Qualification Checklist



Business Name: _____

OFFICE USE ONLY

REQUIRED

DATE VERIFIED

MET?

CHECK HERE

☐ **a** Learn how to read your water meter and/or bill as a way to track water use better.

☐ Y ☐ N

☐ **b** Regularly check for and repair all leaks in your facility

☐ Y ☐ N

General WC (applies to all types of businesses)

MINIMUM NUMBER OF MEASURES/PRACTICES REQUIRED: 8

DATE VERIFIED

MET?

LANDSCAPE

☐ **a** Group plants with similar water requirements together on the same irrigation line.

☐ Y ☐ N

☐ **b** Install a water efficient irrigation system using a drip system and weather based irrigation controllers. (Worth 2 measures)

☐ Y ☐ N

☐ **c** Replace turf grass areas with drought resistant native and California-friendly plant species.

☐ Y ☐ N

☐ **d** Replace turf grass areas with artificial turf.

☐ Y ☐ N

☐ **e** Use ground cover or a minimum of 4-inch depth mulch around landscape plants to prevent water evaporation.

☐ Y ☐ N

☐ **f** Irrigate during early morning hours (midnight-5 am) to decrease water loss from evaporation and wind drift.

☐ Y ☐ N

☐ **g** Use dry surface cleaning methods, followed by damp mopping or wiping instead of hosing down outdoor areas.

☐ Y ☐ N

☐ **h** Repair all broken or defective sprinkler heads/nozzles, lines, and valves; or notify landscape contractor or facility manager

☐ Y ☐ N

☐ **i** Avoid runoff by making sure sprinklers are directing water to landscaped areas and not to parking lots, sidewalks, or other paved surfaces

☐ Y ☐ N

RESTROOMS

☐ **a** Install water efficient aerators on lavatory and kitchen sink faucets (1.5 gpm or lower).

☐ Y ☐ N

☐ **b** Install high efficiency toilets (1.28 gpf or dual flush). (Worth 2 measures) and ultra low (<1gpf) urinals.

☐ Y ☐ N

☐ **c** Install signs in restrooms encouraging water conservation.

☐ Y ☐ N

☐ **d** Replace free flowing faucets in restrooms with automatic shut-off faucets.

☐ Y ☐ N

☐ **e** Install low-flow showerheads in restrooms.

☐ Y ☐ N

KITCHEN

☐ **a** Install pre-rinse valves on dishwashing units in restaurants and food service settings (rated at 1.6 gpm or less at 80 psi).

☐ Y ☐ N

☐ **b** Post sign to remind employees to turn off food preparation sink faucets while not in use or install foot triggers on sink faucets.

☐ Y ☐ N

☐ **c** Serve drinking water only upon request.

☐ Y ☐ N

☐ **d** Adjust icemaker to dispense less if ice is being wasted.

☐ Y ☐ N

☐ **e** Install water-efficient, connectionless food steamers instead of conventional models.

☐ Y ☐ N

OTHER

☐ **a** Shut off water-cooled air conditioning units when not needed.

☐ Y ☐ N

☐ **b** Send company vehicles to a car wash that uses a "zero discharge" car wash system or an automated car wash system that recycles and reuses the wash or rinse water.

☐ Y ☐ N

☐ **c** Train your staff to watch for and respond immediately to leaking equipment.

☐ Y ☐ N

☐ **d** Create your own: _____

☐ Y ☐ N

SOLID WASTE REDUCTION (\$W)

Qualification Checklist



Business Name: _____

OFFICE USE ONLY

REQUIRED

DATE VERIFIED

MET?

CHECK
HERE

- ☐ **a** Recycle glass, plastic, and aluminum containers; cardboard and dry food boxes; paper (white, colored, and mixed paper as well as junk mail); newspapers, catalogs, and telephone books.

☐ Y ☐ N

General SW

MINIMUM NUMBER OF MEASURES/PRACTICES REQUIRED: 12

DATE VERIFIED

MET?

OFFICE PAPER REDUCTION

- ☐ **a** Develop routing lists for bulletins, memos, and trade journals to minimize the number of employees receiving individual copies.
- ☐ **b** Eliminate fax cover sheets by using stick-on fax labels.
- ☐ **c** Encourage employees to share phone books, repair manuals, etc. instead of ordering books for each employee.
- ☐ **d** For print/copy businesses, educate self-serve customers on properly sizing copies in order to minimize wasted paper.
- ☐ **e** For print/copy businesses, encourage self-serve customers to use double-sided copying in order to minimize the amount of paper used.
- ☐ **f** Keep a stack of used paper near printers and fax machines; reuse it for fax cover sheets, scratch paper, drafts, or internal memos. Have scratch paper available to customers, as well.
- ☐ **g** Order supplies by phone or e-mail instead of using forms.
- ☐ **h** Set computer/printer defaults to print double-sided copies. Require double-sided printing for multi-page documents, when possible.
- ☐ **i** Update/correct mailing lists used to send information to customers to avoid creating undeliverable mail.
- ☐ **i** Use computer software programs that allow faxing directly from computers without printing.
- ☐ **k** Use direct mail marketing materials that require no envelope (fold and mail).

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

SEGREGATE, REUSE, OR RECYCLE

- ☐ **a** Recycle metal and untreated wood, including scrap metal and wood pallets, from remodeling activities and equipment replacement.
- ☐ **b** "Freecycle" - donate or exchange unwanted, usable items to schools, churches, hospitals, etc. through the Integrated Waste Management Exchange Program. Visit <http://www.ciwmb.ca.gov/calMAX/> or check out freecycle.org.
- ☐ **c** Buy storage bins and containers for recyclables and provide an area for recycling.
- ☐ **d** Collect landscape trimmings for composting, if services are available.
- ☐ **e** When shipping items, use shredded paper made on-site from waste paper instead of using packing pellets, bubble wrap, or other packing materials.
- ☐ **f** Leave grass clippings on mowed turf ("grass-cycling") rather than disposing.
- ☐ **g** Send used printer/copier toner cartridges back to the manufacturer or local service for recycling or refilling.
- ☐ **h** Use refillable containers in lieu of aerosol cans.

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

SOLID WASTE REDUCTION

- ☐ **a** Arrange for a free solid waste and recycling audit for your business by calling (619) 691-5122; select #6 from the menu to get the number for a City Recycling Specialist who can then schedule your assessment.

☐ Y ☐ N

SOLID WASTE REDUCTION (SW)

Page 2

SOLID WASTE REDUCTION continued		OFFICE USE ONLY	
<input type="checkbox"/> b	Centralize purchasing within your business to eliminate unnecessary purchases and control what is being bought.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c	Eliminate purchase of disposable items such as pens, calendars, etc. Purchase reusable items instead.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> d	Install air hand dryers in restrooms and eliminate paper towels for hand drying. <i>(Worth 2 measures)</i>		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> e	Replace disposable beverage cups, plates, and utensils with reusable, washable items. Encourage employees to bring food from home in reusable containers.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> f	Replace several similar products with one or two that can do the same job.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> g	Require vendors to deliver supplies in returnable or reusable containers.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> h	Reuse packaging materials or find someone who can.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> i	Use optical scanners for tracking inventory to allow for more precise ordering and less waste.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> i	Buy products in bulk when possible, using concentrated products (such as cleaning supplies) when appropriate. Portion concentrated products into labeled, reusable bottles.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> k	Use reusable metal/nylon coffee filters instead of paper filters. Buy sugar and creamer in bulk rather than individual packets.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> l	Buy products made with recycled or reused content		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> m	Buy office paper, envelopes, and business cards with recycled content (minimum of 30% post-consumer content).		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> n	Buy paint made from other recycled paints. *Don't forget to reuse or recycle unused paint!		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> o	Buy paper products (napkins, forms, toilet paper, paper towels, etc.) that contain recycled content.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> p	Buy mulch, soil amendments, and compost made of plant trimmings or green waste for landscaping.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> q	Buy products in returnable, reusable, or recycled content.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> r	Buy recycled construction materials when building/remodeling (e.g., insulation made from recycled paper/cotton, plastic lumber for decking, benches and railing, carpeting, etc.)		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> s	Buy recycled or remanufactured printer and copier toner cartridges.		<input type="checkbox"/> Y <input type="checkbox"/> N
OTHER			
<input type="checkbox"/> a	Donate excess non-perishable foods (canned soup, vegetables, etc.) to food banks and shelters.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b	Print messages on product containers encouraging customers to recycle packaging and products.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c	Stock and/or sell products made with recycled content.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> d	Create your own: _____		<input type="checkbox"/> Y <input type="checkbox"/> N

Automotive SW

MINIMUM NUMBER OF MEASURES/PRACTICES REQUIRED: 4		DATE VERIFIED	MET?
<input type="checkbox"/> a	Use laundry service that provides reusable bags for dirty and clean work uniforms.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b	Use reusable temporary seat, floor, and/or hood covers to keep vehicles clean in lieu of using disposable ones.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c	Purchase motor oil in bulk containers (drums).		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> d	Purchase antifreeze/coolant in bulk containers.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> e	Purchase other automotive fluids (transmission oil, gear oil, etc.) in bulk containers.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> f	Segregate and reuse or recycle parts materials (metal scraps, etc.)		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> g	Use old t-shirts, cloth napkins, or washcloths as shop rags.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> h	Offer for sale mud flaps made from recycled rubber/plastic. <i>(Worth 2 measures)</i>		<input type="checkbox"/> Y <input type="checkbox"/> N

SOLID WASTE REDUCTION (SW)

Page 3

AUTOMOTIVE continued

OFFICE USE ONLY

- ☐ **i** Accept used motor oil from the public as a Certified Used Motor Oil Collection Center, if your business does not do so already. **(Worth 2 measures)**
- *Contact a Used Oil Program intern at (619) 397-6223 for an application or download one at www.calrecycle.ca.gov/UsedOil/CertCenters

☐ Y ☐ N

- ☐ **i** Create your own: _____

☐ Y ☐ N

Restaurant SW

MINIMUM NUMBER OF MEASURES/PRACTICES REQUIRED: 8		DATE VERIFIED	MET?
<input type="checkbox"/> a	Check food deliveries for spoiled or damaged products before accepting the delivery.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> b	Provide reusable, washable hats for kitchen staff rather than using disposable, single-use hats.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> c	Require produce to be delivered in corrugated (not waxed) cardboard boxes.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> d	Store and rotate supplies to minimize loss through spoilage and damage.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> e	Use laundry service that provides reusable bags for dirty and clean table linen.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> f	Buy pickles, mayonnaise, salad dressing, etc. in containers other than non-recyclable plastic buckets. Try them in plastic-lined cardboard or foil pouches.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> g	Buy shelf-stable food supplies in bulk.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> h	Eliminate paper placemats and paper tray liners; sanitize trays after each use.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> i	Offer customers smaller food portions (adjust prices accordingly) to reduce waste.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> j	Reduce the number of trashcan liners used by changing them only when necessary.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> k	Serve carbonated beverages from a beverage gun or dispenser (post mix) rather than by bottle or can.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> l	Serve straws from approved dispensers rather than offering pre-wrapped straws.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> m	Switch from Styrofoam containers to paper containers made with recycled content. (Worth 2 measures)		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> n	Switch from individual condiment packets to DEH-approved cleanable, refillable containers for salt, pepper, sugar, ketchup, and other condiments.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> o	Switch to reusable coasters instead of napkins or paper coasters for drinks.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> p	Use reusable beverage canisters rather than the bag-in-the-box containers.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> q	Use reusable, laminated menus and eliminate paper menus and inserts for specials.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> r	Use cloth instead of paper napkins and tablecloths (follow DEH requirements).		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> s	When packing take-out food orders, minimize the amount of packaging used (no double-bagging, etc.)		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> t	Collect fruits, vegetables, and food-contaminated paper for composting, if services are available. (Worth 2 measures)		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> u	Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> v	Use old tablecloths, cloth napkins, and washcloths as clean-up rags.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> w	Recycle your cooking/fryer oil. Ask us about options. Call (619) 691-5122 and select Option 3.		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> x	Create your own: _____		<input type="checkbox"/> Y <input type="checkbox"/> N

Notes: _____
